



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2179

Open: October 6, 2015
Close: Until Filled

JOB POSTING
Records Technician
Full Time
Monthly Salary: \$2,783

JOB SUMMARY:

Performs data entry of police records and reports and maintains files and retrieves data by searching/investigating the information contained in the files.

MINIMUM QUALIFICATIONS:

- Must possess a High School Diploma or GED.
- Must possess a valid Texas Drivers License.
- Must possess keyboarding skills of 40 wpm.
- Must have working knowledge of office equipment, such as fax machine, copier, and microfilm.
- Must be able to lift and/or move up to 25 pounds.

SKILLS AND EXPERIENCE:

- Ability to assist the public, police officers, investigators and other government agencies by retrieving reports and requested information.
- Must demonstrate effective oral communication skills in presenting information one-on-one and in small group situations to customers, clients, and other city employees.
- Must have basic knowledge of computer software, such as Microsoft Word, Microsoft Excel, Windows.
- Ability to prepare files for microfilming, to verify accuracy of material for filing, and to dispose of outdated data in accordance with legal schedule.

TO APPLY:

Online applications will not be accepted for this position. Please print and complete the application provided at www.bedfordtx.gov/hr or pick up an application from the Bedford Law Enforcement Center at 2121 L. Don Dodson Dr. or Human Resources at 2000 Forest Ridge Dr. in Building B.

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